

<b>TITLE:</b>	<b>STREET SUPERINTENDENT</b>	<b>GRADE:</b>	30
		<b>JOB CODE:</b>	8810
<b>PREPARED:</b>	March 2014	<b>FLSA:</b>	Non-Exempt
<b>UPDATED:</b>	August 2020	<b>REVISION #:</b>	

**Summary:** Under limited direction, serves as the Street Superintendent and supervises all activities in the Town's Street Department. Responsible to plan, direct, manage and oversee the activities, projects and operations of the Street Department including street maintenance and construction, central maintenance, drainage maintenance, engineering, traffic engineering, building maintenance; and to provide highly responsible and complex administrative support to the Town Manager's office.

**Distinguishing Characteristics:** This is a supervisor level position within the Town's Public Works Department and reports to the Town Manager.

**Essential Job Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assume full management responsibility for all Street Department services and activities including street maintenance and construction, central maintenance, engineering, traffic control, building maintenance, drainage maintenance and recommend and administer policies and procedures.
- Direct the development and implementation of the Street Department goals, objectives, policies and priorities.
- Establish, within town policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Street Department Capital Improvement Plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate Street Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Street Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Street Department to other town departments, elected officials and outside agencies; coordinate Street Department activities with those of other departments, outside agencies and organizations.
- Development and evaluation of programs and policies for implementation of departmental and town needs and goals.
- Assess and monitor the Town's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.

- Represent the Street Department to the general public, coordinate / facilitate Street Department activities with public service needs.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Required Knowledge and Skills:**

- Operational characteristics, services and activities of a comprehensive Street/General Maintenance program.
- Management skills to analyze programs, policies and operational needs.
- Construction techniques involving streets and roads, drainage systems, and flood control.
- Principles and procedures of facility maintenance.
- Principles and practices of program management, development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluations, as well as, current Human Relation and employee labor law issues.
- Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

- Plan, organize, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the Street Department.
- Determine the feasibility of various municipal projects.
- Coordinate design, construction, inspection, and maintenance activities for a variety of projects.
- Identify and respond to community issues, concerns and needs.
- Develop and administer goals, objectives and procedures.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow all safety rules and regulations of the department to which assigned.
- Maintain effective audio-visual discrimination and perception needed for:
  - making observations, reading and writing, operating assigned equipment
  - communicating with others.
- Maintain mental capacity which permits:
  - making sound decisions and using good judgment demonstrating intellectual capabilities.

### **Education, Experience, Certifications and Licenses:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

- Eight years of increasingly responsible experience in public works management, construction or a related field, including four years of administrative and supervisory responsibility.

**Training:**

- Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field.

**Environmental Factors and Conditions/Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required

- To sit for extended periods of time.
- Ability to speak and hear.
- Use of hands and fingers to handle and feel objects, operate tools, or controls.
- Reach with hands and arms.
- Required to stand and walk for extended periods.
- Must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Office/field environment; may work in inclement weather conditions.